

MILPERSMAN 1320-220

PERMISSIVE TEMPORARY DUTY (PTDY) AUTHORIZATION FOR JOB/HOUSE HUNTING

Responsible Office	OPNAV (N130E)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	(703) 695-3311

References	(a) DoD Instruction 1327.06 of 16 Jun 09 (b) NAVPERS 190000A, Transition Assistance Services and Benefits Manual of 4 Feb 08 (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members
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1. **Purpose.** The intent of permissive temporary duty (PTDY) is to authorize servicemembers time away from their assigned duties to assist with transition activities such as job and house hunting. This article replaces NAVADMIN 109/92, NAVADMIN 123/93, and NAVADMIN 078/95. This article defines eligibility to use PTDY, the length of PTDY, and travel and limitations for members and their dependents performing PTDY.

2. **General Policy.** Reference (a) provides commanding officers (COs) authority to grant PTDY for transition assistance job/house hunting for members involuntarily separated from service under honorable conditions and those retiring (including transfer to the fleet reserve and disability retirements). The Secretary of Defense (SECDEF) has indefinitely extended the authority for the military services to authorize PTDY for members being involuntarily separated or retiring.

a. Servicemembers separating at the end of a normal term of service (end of active obligated service (EAOS)) are not involuntarily separating and are ineligible for PTDY.

b. Servicemembers separating prior to EAOS, due to high year tenure (HYT) are considered to be separating involuntarily and are eligible for PTDY.

c. COs should be consistent in approval and disapproval of PTDY requests based on each member's satisfaction of the eligibility criteria and the command's operational requirements.

d. PTDY is to be used for bona fide job search/house hunting travel and is not to be used as a form of non-chargeable leave. As with annual leave, members who meet the criteria for PTDY are eligible, but are not **entitled**, to PTDY if the CO determines that operational requirements preclude approval of PTDY.

e. Approval of PTDY and monitoring of the PTDY program is the responsibility of the authorizing command.

3. **Eligibility**

a. **Involuntary Discharge or Release.** Members who are discharged or released involuntarily from active duty under honorable conditions.

b. **Retirees.** All retirees (including members transferring to Fleet Reserve and disability retirements).

c. **Discharge for Medical Reasons.** Members discharged for medical reasons may be eligible upon receipt of separation orders or authorization to be involuntarily separated; however, board findings that recommend discharge are not sufficient reason to authorize PTDY. Such members must

(1) have the CO's authorization for PTDY.

(2) have separation orders issued to the member.

(3) be authorized PTDY that will be completed prior to separation date.

(4) not be provided adjustments in separation dates to increase opportunity to utilize PTDY.

d. **Temporary and Permanent Disability Retired List (TDRL/PDRL).** PTDY for TDRL and PDRL is authorized per reference (b), chapters 4 and 7.

e. **Reservists**

(1) Reservists being involuntarily separated under honorable conditions must be on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components (Full Time Support (FTS)).

(2) FTS retirees:

(a) Must be serving on active duty; **and**

(b) must have accumulated 20 years actual active duty time, or

(c) must be retired to the TDRL or PDRL.

f. **Mobilized or Extended Reservists.** Mobilized reservists or reservists on extended Active Duty for Special Work (ADSW) are not authorized PTDY unless member is transferred to the Fleet Reserve or TDRL/PDRL with 20 years of active service from mobilization, Medical Hold, or ADSW.

4. Time Limits

a. Members stationed **in the continental United States (CONUS)** may receive up to a total of 10 or 20 days transition PTDY depending on whether they are being

(1) **involuntarily separated** (10 days) per reference (a), paras. 6c(10) and 6c(11). Up to an additional 30 days accrued leave may be authorized per reference (a), para. 6c(11). The member may be authorized 30 days excess leave without 10 days PTDY.

(2) **retired** (20 days). The excess leave option is not available for retirees.

b. Members stationed **outside of the continental United States (OCONUS)** may receive an additional 10 days PTDY depending on whether a round trip will be made or not (up to 20 days involuntary separation and up to 30 days for retirement).

Note: The additional 10 days are to allow round trip travel to/from overseas locations and still provide adequate time for job/house hunting. Member may select a separation activity nearest to the location where the member intends to reside permanently. This separation activity is the member's transition station. The member's transfer and transportation entitlement shall not exceed those delineated in reference (c).

c. CONUS members who have legal domiciles OCONUS and plan to return to the OCONUS state or territory after involuntary separation or retirement may be authorized up to a total of 30 days transition PTDY to the state, territory, possession, or country of their domicile. Domicile is defined as a member's

- home of record,
- place from which called or ordered to active duty,
- place of first enlistment, or
- place of permanent legal residence.

Note: CONUS members who do not intend to return to their OCONUS domicile after involuntary separation or retirement may only receive a maximum of 20 days transition PTDY authorization.

5. Use of PTDY

a. The period of PTDY (10, 20, or 30 days) that may be authorized includes weekends and holidays.

b. PTDY may be taken in increments, as long as the total number of days does not exceed

- 10 days (involuntary separation), **or**
- 20 days for retirement in **CONUS**, as applicable;

or if OCONUS,

- 20 days (involuntary separation), **or**
- 30 days (retirement) for those who must make round trips to CONUS for PTDY activities.

c. PTDY may not be combined with liberty weekends, special liberty, or holidays, to extend the period of actual job/house hunting activities beyond the 10-, 20-, or 30-day authorization.

d. PTDY may be taken in conjunction with chargeable leave at no cost to the government.

e. PTDY authorizations must indicate the member is not entitled to reimbursement, by inserting the below clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled."

f. PTDY may be taken in conjunction with government funded temporary additional duty (TAD) travel, provided the travel is conducted under the funded TAD orders:

(1) PTDY may be taken before or after arrival at the funded TAD site.

(2) Funded TAD orders must specify exact dates of funded TAD and PTDY periods authorized.

(3) Orders must contain the following clause:

"This permissive temporary duty (PTDY) authorization combined with funded temporary additional duty (TAD) orders is issued with the understanding that you will not be entitled to reimbursement for any travels, transportation, per diem, or miscellaneous expenses incurred in execution of the PTDY period while away from the funded TAD site. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations (JFTR), Volume I, paragraph U3200, between the permanent duty station (PDS) and funded TAD site and return to the PDS."

g. PTDY may be taken in conjunction with terminal leave immediately upon completion of all separation processing.

6. Travel Eligibility during PTDY

a. Members are authorized use of space available military travel.

(1) Time spent awaiting government transportation that exceeds the authorized PTDY period is chargeable as leave.

(2) Members remain responsible to return to the command at personal expense if government transportation is unavailable for the return travel.

b. Members in receipt of involuntary separation or retirement orders may combine PTDY and terminal leave with separation/retirement funded travel.

(1) The separation/retirement portion of the journey is funded to the separation activity.

(2) The PTDY portion is performed after the processing at the applicable separation activity.

(3) Funded separation/retirement orders that provide for PTDY must specify the exact dates of the PTDY and the funded separation/retirement travel, and contain the following clause:

"This transition permissive temporary duty (PTDY) authorization combined with funded separation/retirement orders is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in the execution of the PTDY period. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5, between the old PDS and home of record/home of selection. If you do not desire to bear these expenses personally incurred during the transition PTDY period authorized, you may choose not to execute the PTDY portion of these orders."

c. OCONUS command sponsored dependents may travel on space-available government air for one round trip between the overseas port of embarkation and the first CONUS port of entry. Command sponsored dependents may elect to take the one-time round trip either with the sponsor or in an unaccompanied status.

d. PTDY space-available travel is not authorized for dependents in CONUS.